

DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.

89-65

PG 1

| DEPARTMENT     | DIVISION         | SECTION             | PERMANENT<br>NON-PERMANENT  |
|----------------|------------------|---------------------|---|
| ADMINISTRATION | CENTRAL SERVICES | CENTRAL COLLECTIONS | <input type="checkbox"/> PERMANENT<br><input checked="" type="checkbox"/> NON-PERMANENT |

| ITEM NO. | DESCRIPTION                                    | RETENTION PERIOD        | SPECIAL INSTRUCTIONS  |
|----------|--|-------------------------|---|
| 1.       | PAY DIRECT NOTICES                             | 2 years + current       | NOTE:<br>NO RECORD SHALL BE DESTROYED<br>UNDER THIS SCHEDULE AUTHORITY<br>SO LONG AS IT PERTAINS TO ANY<br>PENDING LEGAL CASE, CLAIM,<br>ACTION OR AUDIT. |
| 2.       | ATTORNEY SERVICE FILES                         | 6 years + current       |   |
| 3.       | PAYMENTS PROCESSED AND POSTED REPORTS          |                         |   |
|          | A. Monthly                                     | 6 years + current       |   |
|          | B. Weekly                                      | 1 year                  |   |
| 4.       | BANKRUPTCY NOTICES                             | Until account is closed |   |
| 5.       | NOTICES OF DEATH (DEATH CERTIFICATES)          | Until account is closed |   |
| 6.       | COMPUTER GENERATED REPORTS                     | 1 year + current        |   |
|          | A. Monthly Status                              |                         |   |
|          | B. Monthly Collections                         |                         |   |
|          | C. Monthly Collections to Agency               |                         |   |
|          | D. Collections per Collector                   |                         |   |
|          | E. Distribution of Agencies between Collectors |                         |   |
|          | F. Monthly Accounts Closed                     |                         |   |
|          | G. Monthly Statistics                          |                         |   |

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual.

|                              |          |                                     |         |
|------------------------------|----------|-------------------------------------|---------|
| STATE ARCHIVIST'S SIGNATURE  | DATE     | RECORDS LIAISON OFFICER'S SIGNATURE | DATE    |
| <i>Timothy Kitchener</i>     | 11/30/88 | <i>[Signature]</i>                  | 12/1/88 |
| ATTORNEY GENERAL'S SIGNATURE | DATE     | STATE AUDITOR'S SIGNATURE           | DATE    |
|                              |          |                                     |         |

DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE



ARCHIVES NO.

89-65

PG 2

|                              |  |                              |  |   |  |   |  |
|------------------------------|--|------------------------------|--|---|--|---|--|
| DEPARTMENT<br>ADMINISTRATION |  | DIVISION<br>CENTRAL SERVICES |  | SECTION<br>CENTRAL COLLECTIONS              |  | PERMANENT <input type="checkbox"/><br>NON-PERMANENT <input checked="" type="checkbox"/>   |  |
| ITEM NO.                     | DESCRIPTION  |                              |  | RETENTION PERIOD                            |  | SPECIAL INSTRUCTIONS  |  |
| 6.                           | COMPUTER GENERATED REPORTS<br>(Continued)<br>H. Accounts Transferred To Attorney<br>I. Monthly Outside Col Collections<br>J. Delinquent Accounts To Status M & S<br>K. Activity Status of Collector<br>L. Statistical Report of Placements |                              |  | 1 year + current                            |  | NOTE:<br>NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM, ACTION OR AUDIT. |  |
| 7.                           | COMPUTER GENERATED REPORTS<br>A. Daily<br>B. Weekly  |                              |  | 90 days PROVIDED the monthly report is kept |  |   |  |
| 8.                           | CENTRAL ACCOUNTING SYSTEM (CAS) DOCUMENTS (DUPLICATE COPY)   |                              |  | 2 years + current                           |  |   |  |

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|   |                 |   |                 |
|---|-----------------|---|-----------------|
| STATE ARCHIVIST'S SIGNATURE<br> | DATE<br>11/1/88 | RECORDS LIAISON OFFICER'S SIGNATURE<br> | DATE<br>12/1/88 |
| ATTORNEY GENERAL'S SIGNATURE  | DATE            | STATE AUDITOR'S SIGNATURE   | DATE<br>11/3/88 |